



CITY COUNCIL

AGENDA REQUEST

AGENDA OF:	06-07-16	AGENDA REQUEST NO:	VIII-A
INITIATED BY:	STACIE HENDERSON, ASSISTANT <i>SA</i> DIRECTOR OF ENVIRONMENTAL & NEIGHBORHOOD SERVICES	RESPONSIBLE DEPARTMENT:	ENVIRONMENTAL & NEIGHBORHOOD SERVICES
PRESENTED BY:	STACIE HENDERSON, ASSISTANT DIRECTOR OF ENVIRONMENTAL & NEIGHBORHOOD SERVICES	DIRECTOR:	DAWN STEPH, <i>DMS</i> DIRECTOR OF ENVIRONMENTAL & NEIGHBORHOOD SERVICES
		ADDITIONAL DIRECTOR (S):	N/A
SUBJECT / PROCEEDING:	REVIEW AND DISCUSS THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM YEAR 2016 ANNUAL ACTION PLAN		
EXHIBITS:	PROPOSED FUNDING ALLOCATIONS		
CLEARANCES		APPROVAL	
LEGAL:	N/A	ASSISTANT CITY MANAGER:	JIM CALLAWAY <i>JC</i>
PURCHASING:	N/A	ASSISTANT CITY MANAGER:	N/A
BUDGET:	N/A	CITY MANAGER:	ALLEN BOGARD <i>AB</i> /FOR AB
BUDGET			
EXPENDITURE REQUIRED: \$		N/A	
CURRENT BUDGET: \$		N/A	
ADDITIONAL FUNDING: \$		N/A	
RECOMMENDED ACTION			
Review and discuss the Community Development Block Grant (CDBG) Program Year 2016 Annual Action Plan.			

EXECUTIVE SUMMARY

The City of Sugar Land annually receives a funding allocation from the U.S. Department of Housing and Urban Development (HUD) for the implementation of the City's Community Development Block Grant (CDBG) program. These funds can be utilized for multiple activities that benefit low- to moderate-income Sugar Land residents, including infrastructure/public facility improvements, housing rehabilitation projects, public services and program administration.

In accordance with CDBG program requirements, the City of Sugar Land must prepare and submit an Annual Action Plan each program year that details the distribution of the City's CDBG funding allocation. During the 2016 program year (October 2016 through September 2017), the City of Sugar Land will receive \$267,181 in CDBG funding, an approximately \$15,214 decrease in funding from the current program year. The Annual Action Plan is based on priorities identified within the City's five-year Consolidated Plan which spans Program Years (PY) 2014 through 2018. Conditions on the use of funds include a 15 percent cap on public services and a 20 percent cap on program administration. Within the CDBG program, there are no limitations on the amount of funds that can be allocated for projects such as housing rehabilitation and infrastructure improvements.

The Environmental & Neighborhood Services Department recommends the following CDBG funding allocations for inclusion within the City's PY 2016 Annual Action Plan.

CDBG Activities	PY 2016 Recommended Funding
Public Services	\$39,840
Program Administration	\$52,000
Housing Repairs/Rehabilitation	\$73,591
Infrastructure Improvements	\$101,750

These allocations propose a funding level that maximizes the public service activities and continues to fund program administration, housing rehabilitation projects and infrastructure/public facility improvements during the upcoming program year.

Program Administration:

The City of Sugar Land annually contracts with a consultant for CDBG program administration services. This consultant is selected through the Request for Qualification (RFQ) process. In March 2015, the City released a CDBG administrative service RFQ for the 2015, 2016 and 2017 program years. The cost of these services are contracted and negotiated annually. If the City does not receive CDBG funds for these program years, a contract for services will not be issued. Through the RFQ process, the City received one submittal which was scored based on the following criteria:

- Background of the firm
- References
- Availability and dedication to the City of Sugar Land
- Thoroughness of response to requirements
- Qualifications of key personnel
- Verifiable relevant experience
- Understanding of the CDBG program and HUD requirements
- Transition Plan
- Approach and/or methodology to providing services

Rodriguez and Associates was selected as the most qualified firm. Collectively, their key staff members working on this project have more than 35 years of experience with the implementation of HUD-funded programs. Staff has been very pleased with the services received, and we recommend contracting with the firm in PY 2016.

Public Services and Housing Rehabilitation:

As part of the annual program year process, the Environmental & Neighborhood Services Department accepts applications from public service and housing agencies that serve low- to moderate-income Sugar Land residents. These applications are then scored by an Application Review Committee based upon the City Council approved scoring criteria and decision-making process for the allocation of CDBG funds. Upon scoring, the Environmental & Neighborhood Services Department drafts a funding recommendation for the City Council's review and approval. The agency scores and proposed funding recommendations are included as an exhibit.

With the PY 2016 decrease in CDBG funding, the amount that can be allocated to public services is also reduced, allowing a total of \$39,840 to be allocated to the public service agencies. Child Advocates of Fort Bend modified their funding request for PY 2016 in order to focus on the Court Appointed Special Advocates (CASA) program within their organization. In doing so, they requested a smaller amount of funding than in previous years, and based upon their agency score, the Environmental & Neighborhood Services Department recommends funding the full amount of their request.

In the funding recommendations, Fort Bend Seniors would receive the same funding allocation for the upcoming program year as they received in PY 2015. This allocation is approximately 80 percent of the amount that the agency requested and would allow Fort Bend Seniors to offer the same level of services to the community as they currently provide.

Literacy Council of Fort Bend County is proposed to receive the same funding allocation as they received in PY 2015. Based upon the agency's score, their difficulty in qualifying eligible clients and the associated findings of deficiency noted during monitoring visits in the 2013 and 2014 program years, the Environmental & Neighborhood Services Department does not recommend increasing their allocation.

The Environmental & Neighborhood Services Department recommends that 28 percent of the PY 2016 funds be allocated to the Fort Bend CORPS for housing rehabilitation services. While the City has historically allocated 25 percent of the grant to housing rehabilitation, this increase allows the City to keep the funding allocation value approximately the same as during PY 2015.

Infrastructure/Public Facility Improvements:

In accordance with the City's PY 2014 – 2018 Consolidated Plan, the Environmental & Neighborhood Services Department recommends the City utilize the PY 2016 infrastructure/public facilities improvement funds for the construction of improvements in Covington Woods. This project would utilize CDBG funds to address deficiencies and needed pavement repairs at two roadway intersections (Pinecroft at Ravenscort & Cherrywood at Greywood), as well as approximately 250 linear feet of sidewalk within the neighborhood.

During the workshop, the Environmental & Neighborhood Services Department will provide the City Council with a recommendation detailing the allocation of funds within the PY 2016 Annual Action Plan. With City Council consensus, these funding allocations will be included in the draft PY 2016 Annual Action Plan which is scheduled for public comment in June 2016 and City Council approval in August 2016.

PY 2016
Proposed Public Service and Housing Funding Allocations

Agency	PY 2016 Funding Request	Application Score	PY 2016 Priority	Proposed Allocation	Percent of 2016 Request
Public Service					
Child Advocates of Fort Bend	\$8,000.00	92	H	\$8,000.00	100%
Fort Bend Seniors Meals on Wheels	\$25,000.00	91	H	\$19,965.00	80%
Literacy Council of Fort Bend County, Inc.	\$17,500.00	72	M	\$11,875.00	68%
	\$50,500.00			\$39,840.00	
Housing					
Fort Bend CORPS	\$100,000.00	84	M	\$73,591.00	74%